



Department:	Administrative Services
Bargaining Unit:	Executive Management
Salary Range:	X-76
Last Revision:	August 2, 2004

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under administrative direction, to plan, direct, manage, and oversee the activities and operations of the Administrative Services Department including, Finance, Human Resources, Information Systems, and Risk Management; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This is a department director classification with overall responsibility for the activities of the Administrative Services Department. The incumbent is accountable, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, assigns, directs, reviews and evaluates the activities of the Administrative Services Department including Finance, Human Resources, Information Systems and Risk Management.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Administrative Services Department.

Directs the preparation and administration of the department budget.

Confers with and provides professional assistance to City staff members on Administrative Services matters.

Advises the City Manager and the City Council on a broad range of issues within areas of responsibility.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.

Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations.

Oversees the preparation of the annual City budget; approves all budgeted City expenditures as delegated by City Manager.

Participates in the review and approval of all investment decisions.

Creates and maintains a high level of confidence in the accuracy and completeness of financial records to the City Council and financial industry.

Creates and maintains a high level of confidence in the handling of human resources issues and records.

Coordinates and provides leadership in labor negotiations.

Coordinates the processing of tort claims against the City; makes settlement recommendations to third-party administrators and City Council as appropriate.

Directs the selection, evaluation, and training and development of department staff.

Prepares a variety of correspondence and reports.

Attends and makes presentations at City Council, interagency, commission and other meetings and conferences.

Evaluates long-term requirements for information technology equipment; makes recommendations related to product acquisition.

Negotiates and monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City, and cost-effectiveness.

Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff.

Serve as City Manager upon the request or absence of the City Manager.

Represents the City on boards and committees, in the community, and at professional meetings as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative principles and methods, including goal setting; program and budget development, implementation and control; personnel management and supervision.

City organization and functions; laws, rules, codes, and regulations governing Administrative Services activities.

Advanced principles and practices of fiscal management, including budgeting and investments.

Government procurement methods and guidelines.

Advanced principles and practices of human resources management, including recruitment, selection, discipline and benefits administration.

Advanced principles and practices of risk management, including liability analysis and insurance coverage evaluation.

Information systems principles, practices, applications and equipment.

Applicable federal, state and local laws, codes and ordinances.

Modern office practices and technology including personal computer hardware and software.

Ability to communicate clearly both orally and in writing.

Safe work practices.

Skill to:

Plan, organize, assign, direct, review and evaluate activities of the Administrative Services Department.

Select, train, motivate and evaluate staff.

Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.

Skill to:

Analyze complex problems, evaluate alternatives, and make sound recommendations related to Administrative Services activities.

Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies.

Interpret, analyze and apply federal, state and local laws, rules and regulations related to local government operations.

Develop and implement sound financial, procurement, human resources and general administrative systems and procedures.

Develop and administer a municipal budget.

Prepare clear, concise and accurate reports, correspondence and other written materials.

Evaluate and prepare recommendations pertaining to insurance coverage and selection of vendors for the City-wide risk management program.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Use computer technology and applications in the performance of daily activities.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Six (6) years of progressively responsible fiscal, administrative and human resources management experience involving responsibility for the planning, organization, implementation and supervision of varied administrative work programs. At least three (3) years must be at management level.

Training:

Equivalent to a Bachelor's degree with major coursework in public or business administration, accounting or a related field.

Training:

Masters Degree in Business, Finance, Public Administration, or a related field is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid California's driver's license.

Possession of, or ability to obtain, certification as a Certified Public Accountant is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the employees regularly required to stand, walk; sit; use hands; reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities are required to perform this job. The noise level in the work environment is usually quiet. Ability to travel to different sites and locations.

Effective Date: August 2, 2004

